



**FHSCCA**

**Student Handbook & Code of Conduct**

**2022 – 2023**

School Day: 7:15 – 2:20

Breakfast: 6:40 – 7:10

Doors Open: 6:40

[www.ben-hill.k12.ga.us/fhs](http://www.ben-hill.k12.ga.us/fhs)

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# **GENERAL INFORMATION**

## **Ben Hill County School District**

This student handbook is a supplement to the student handbook created and approved by the Superintendent and the Ben Hill County Schools Board of Education. This handbook is for students, parents, teachers, and school administrators to use as a quick reference to any offense or situation that may be questioned. Each student be emailed and have access to a digital copy. Parents are encouraged to review both the County-Wide and FHSCCA Handbooks.

### **Vision**

One Family committed to student success everyday.

### **Mission**

Empowering all students for success.

### **Beliefs and Values**

1. Growth for all students is possible and expected
2. Success is achieved when all students reach their potential
3. Students deserve the best of all our efforts and resources
4. Respectful relationships among all stakeholders create a positive learning experience
5. Learning requires a commitment from all educators, students, parents, and other stakeholders
6. Community encompasses all of Ben Hill County: its schools, citizens, and resources
7. All means all!

### **Alma Mater**

On the city's western border

Reared against the sky

Proudly stands our Alma Mater

As the years go by.

Forward ever be our watchword

Conquer and prevail

Hail to thee our Alma Mater

Ole Fitz High, all hail.

### **Fight Song**

We are the Hurricanes

We are the Best

We are the ones who beat all the rest

Fight on Fitz High

We want to see

A Hurricane Victor, Victory

## CALENDARS

NEW TEACHER ORIENTATION	July 19, 20, 21
**TENTATIVE FRESHMAN/SOPHOMORE ORIENTATION	July 21
**TENTATIVE JUNIOR/SENIOR ORIENTATION	July 22
PRE-PLANNING	July 25, 26, 27, 28, 29
PLC DAY	July 26
OPEN HOUSE	July 28
FIRST DAY OF SCHOOL	August 1
PLC DAY	August 26
LABOR DAY HOLIDAY	September 5
PLC DAY	September 26
END OF 1 <sup>st</sup> 9 WEEKS	September 30
FALL BREAK	October 17 – 21
PLC DAY	November 4
THANKSGIVING HOLIDAY	November 21 – 25
END OF 2 <sup>ND</sup> 9 WEEKS	December 16
WINTER HOLIDAYS	December 19 – January 2
PLC DAY	January 3
FIRST DAY OF SECOND SEMESTER	January 4
MARTIN LUTHER KING DAY	January 16
PLC DAY	February 3
WINTER BREAK	February 13 – 17
END OF 3 <sup>RD</sup> 9 WEEKS	March 16
PLC DAY	March 17
SPRING BREAK	April 3 - 7
END OF 2 <sup>ND</sup> SEMESTER/LAST DAY OF SCHOOL	May 26
GRADUATION	May 26
POST PLANNING	MAY 30 – June 1





**BEN HILL COUNTY SCHOOL DISTRICT**  
**APPROVED 2022-2023 School Calendar**

JULY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4th of July

AUGUST				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5th Labor Day

OCTOBER				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

10th Columbus Day

NOVEMBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

21st - 25th Thanksgiving Break

DECEMBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19th - Jan 2nd Christmas Break

JANUARY				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

1st New Year's Day 16th MLK Day

FEBRUARY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

20th Presidents Day Winter Break 13th-17th

MARCH				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3rd - 7th Spring Break

MAY				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19th Graduation 29th Memorial Day

JUNE				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

End of Quarter  
 Pre/Post Planning

PLC Training  
 First/Last day of School

End of Semester  
 Break/Holiday/Off

## Progress Reports & Report Cards

September 1, 2022 September 30, 2022 October 11, 2022	1st Quarter Progress Reports End of 1 <sup>st</sup> Nine Weeks 1 <sup>st</sup> Semester Parent Conferences 3:00 – 6:30
November 9, 2022 December 16, 2022 January 5, 2023	2nd Quarter Progress Reports End of 2 <sup>nd</sup> Nine Weeks 2nd Quarter Reports Cards Distributed
February 2, 2023 March 16, 2023 March 28, 2023	3rd Quarter Progress Reports End of 3 <sup>rd</sup> Nine Weeks 2nd Semester Parent Teacher Conferences 3:00 – 6:30
April 27, 2023 May 26, 2023 June 1, 2023	4th Quarter Progress Reports End of 4 <sup>th</sup> Nine Weeks Report Cards Distributed

### SAT Testing

Scheduled Test Date	Status	Number of Seats
August 28, 2021	OPEN	60
October 02, 2021	OPEN	60
November 06, 2021	OPEN	60
December 04, 2021	CLOSED	0
March 12, 2022	OPEN	60
May 07, 2022	OPEN	60
June 04, 2022	OPEN	60

### PSAT Testing

October 12

### ACT Testing

	Regular Deadline	Late Deadline	Photo Upload Standby Deadline
<b>September 10, 2022</b>	<b>August 5</b>	August 19	September 2
<b>October 22, 2022</b>	<b>September 16</b>	September 30	October 14
<b>December 10, 2022</b>	<b>November 4</b>	November 11	December 2
<b>February 11, 2023</b>	<b>January 6</b>	January 20	February 3
<b>April 15, 2023</b>	<b>March 10</b>	March 24	April 7
<b>June 10, 2023</b>	<b>May 5</b>	May 19	June 2
<b>July 15, 2023*</b>	<b>June 16</b>	June 23	July 7

### ASVAB Testing

November 8/10

March 1, 2, 14

## Regular Bell Schedule

FIRST BLOCK	7:15 – 8:50
SECOND BLOCK	8:55 – 10:30
THIRD BLOCK	10:35 – 12:45
1st Lunch	10:30 – 11:00
2nd Lunch	11:05 – 11:35
3rd Lunch	11:40 – 12:10
4 <sup>th</sup> Lunch	12:15 – 12:45
FOURTH BLOCK	12:50 – 2:20

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## Early Release Bell Schedule

FIRST BLOCK	7:20 – 8:10
SECOND BLOCK	8:15 – 9:05
THIRD BLOCK	9:10 – 10:00
FOURTH BLOCK	10:05 – 10:55
GRAB & GO LUNCH	10:55 – 11:05

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## Morning Activity Bell Schedule

HURRICANE TIME/ADVISEMENT	7:20 – 7:50
FIRST BLOCK	7:55 – 9:20
SECOND BLOCK	9:25 – 10:50
THIRD BLOCK	10:55 – 1:00
1st Lunch	10:50 – 11:20
2nd Lunch	11:25 – 11:55
3rd Lunch	12:00 – 12:30
4 <sup>th</sup> Lunch	12:35 – 1:00
FOURTH BLOCK	1:00 – 2:20

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## LUNCH SCHEDULE

1ST LUNCH	2ND LUNCH	3RD LUNCH	4TH LUNCH
All Wiregrass Classes Work Based Learning All 800 Hall (CTAE)  **Not Ms. Holt (PreK Lab)	Last half of 700 Hall.  C. Louthan R. Andrews R. Bryan S. Johnson J. Singletary C. Cook A. Gregusova S. Menon J. Ray	First half of 700 Hall.  E. Dale K. Aguilar E. Mitchell M. Sanchez M. Harrelson B. Reeder K. Sutton J. Yarbrough C. Griffin B. Miller J. Hadden	200, 300, 400, 600 Halls.  L. Brown C. Andrews K. Nobles T. Cooper K. Whittington B. Thurston J. Padgett C. Alford R. Walker Y. Lundy C. Cross B. Miller J. Hadden A. Holt
<b>TOTAL - 180</b>	<b>TOTAL - 209</b>	<b>TOTAL - 221</b>	<b>225</b>

**\*\*\* NO OUTSIDE FOOD OR DRINK \*\*\***

**\*\*\* NO DOOR DASH \*\*\***

# ACADEMICS

## Curriculum & Instruction

FHSCCA is a standards-based school focused on student mastery of the Georgia Standards of Excellence. The FHSCCA instructional program operates for two semesters with two 9–week terms in each semester. The grades for each semester are on a continuous rolling average for the semester. Students will be awarded credit at the end of 1<sup>st</sup> semester and 2<sup>nd</sup> semester. Students can earn up to 4 credits each semester.

### Advisement, Registration, and Scheduling

An essential responsibility of the guidance staff at Fitzgerald High School College and Career Academy is to ensure that students are appropriately advised in their programs of study. The purpose of advisement is to assist the student in setting long-range goals, selecting and completing programs of study, and understanding school policies and procedures. Advisement is an ongoing process with students meeting with their teacher advisors and counselors during the school year. Parent signatures are encouraged on registration forms. FHSCCA reserves the right to place a student in classes that best meet their needs. Throughout the year, teacher advisors and counselors will meet with students to assess their progress toward meeting graduation requirements. Students will receive a copy of their Graduation Checklist and other pertinent information to assist them in selecting their classes for the next year and setting postsecondary goals.

### Grading Scale

All classes will weight grades as follows: 50% Major Grades, 30% Minor Grades, and 20% End of Quarter Tests/Milestones

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- F: 0 - 69

A grade of 100 is the highest possible grade that will be recorded unless quality points are used.

### Graduation Requirements

For students graduating in 2023, and 2024.	Credits	For students graduating in 2025 and beyond.	Credits
English/Language Arts*	4	English/Language Arts*	4
Mathematics*	4	Mathematics*	4
Science*	4	Science*	4
Social Studies*	3	Social Studies*	3
CTAE/Modern Lang./Latin/Fine Arts*	3	CTAE/Modern Lang./Latin/Fine Arts*	3
Health and Physical Education* (.5 unit each)	1	Health and Physical Education* (.5 unit each)	1
Electives (Must include 1 credit of Freshman Seminar)	7	Electives (Must include 1 credit of Freshman Seminar)	9
<b>*Required Core Courses</b>	<b>26</b>	<b>*Required Core Courses</b>	<b>28</b>

- a. 2 Years of a foreign language is required for admission to a 4-year college/university.

- b. 3 Years of successful completion of JROTC will meet the requirements of Health/PE.
- c. Students must complete requirements as prescribed by the State DOE and BHCS BOE.
- d. All students must meet attendance requirements, perform satisfactorily on state assessments, and attain the specified number of Carnegie units of credit required for graduation to receive a diploma.

**Promotion & Retention Policy**

Students must have earned the appropriate number of units listed below to enter the respective grade highlighted in the following grid. Promotion to the next grade requires students to pass the core course work before taking the following required course, i.e., ninth-grade literature before taking tenth-grade literature. This applies to all core content. (See chart)

<b>For Graduating Classes of 2024 and Before:</b>		
<b>Grade</b>	<b>Block Units Earned</b>	<b>Courses that must be passed</b>
3 units in academic classes	10th	5
6 units in academic classes	11th	11
10 units in academic classes	12th	17

<b>For Graduating Classes of 2025 and Beyond:</b>		
<b>Grade</b>	<b>Block Units Earned</b>	<b>Courses that must be passed</b>
3 units in academic classes	10th	6
6 units in academic classes	11th	13
10 units in academic classes	12th	20

**Note:** Student grade placement will only be updated at the beginning of each school year, except for students who may graduate at the end of the year.

**Semester Exams**

End of Semester Exams will be given each semester in all classes at FHSCCA. Students taking Georgia Milestone Assessments will not take a semester exam. The EOC will count for the semester exam in all EOC classes. The GMAS exams cannot be exempted. Students who have an 85 average or higher in a class and who have 3 tardies (unexcused) or less and no more than 3 absences (unexcused) for the semester in the class may be exempt from the end-of-semester exam.

**Retest Policy**

**General Education Classes**

- a. For ALL RETAKES: NO Remediation - No Retake! Do not let students just retake to retake!
- b. General Education Classes
  - i. When 51% or greater of the class does not master the assessment (either formative or summative), the class will remediate and retake the assessment. The assessment will be of the same rigor.
  - ii. Individual failing grades:
    - i. **CFAs:** When a student does not master a CFA, the student must attend a remediation session and retake the assessment within one week if he/she wishes to retake the assessment. The retake assessment will be of the same rigor. Students must make plans with the classroom teacher to retake a test. If a student does not attend the study session, he/she will not be allowed to retake an assessment.
      - 1. Only one retake will be allowed per CFA.
    - ii. **CSAs:** Common Summative Assessment questions should be directly correlated to questions and standards assessed on CFAs.
  - iii. Upon Completion of a retake, the student will be rewarded with the highest grade received.

- c. Honors/AP Classes
  - i. When 51% or greater of the class does not master the assessment (either formative or summative), the class will remediate and retake the assessment. The assessment will be of the same rigor.
  - ii. Individual failing grades:
    - i. **CFAs**: When a student does not master a CFA, the student must attend a remediation session and retake the assessment within one week if he/she wishes to retake the assessment. The retake assessment will be of the same rigor. Students must make plans with the classroom teacher to retake a test. If a student does not attend the study session, he/she will not be allowed to retake an assessment.
      - 1. Only one retake will be allowed per CFA.
    - ii. **CSAs**: Common Summative Assessment questions should be directly correlated to questions and standards assessed on CFAs.
  - iii. Upon Completion of a retake, the student will be rewarded with the highest grade received.
- d. IEPs and 504 plans will be followed.
- e. Grading policy is subject to change by the leadership team and/or administration

Plagiarism and cheating are considered "Academic Dishonesty" as defined in the BHCS County Handbook and will not be tolerated. Plagiarism and/or cheating will result in a zero on the assignment.

### **FHSCCA Guidance Department**

The guidance and counseling office at Fitzgerald High School is designed to be the primary source of student services. Students and their parents are encouraged to contact the guidance counselor for academic advisement and assistance in making career and/or college choices. Students interested in postsecondary education are allowed to participate in a Financial Aid Workshop, which the guidance department coordinates. Contacts with armed services recruiters may also be made through the guidance office. The Guidance Department is a resource for students to obtain information on grants and loans.

In addition to academic and career planning, the guidance office serves as a referral system to agencies within the community that addresses Ben Hill County residents' health, psychological, and social needs. Information concerning standardized testing is available through the guidance office. The PSAT/NMSQT, the SAT, and the ASVAB are given at Fitzgerald High School each year. The ACT is offered, upon request, at an alternate location. Applications are available online.

### **Valedictorian and Salutatorian**

Calculations for determining valedictorian and salutatorian will be done at the conclusion of 3rd term. The valedictorian will be the Honor Graduate with the highest academic G.P.A. and meets the requirement to be accepted to a 4-year institution of the university system of Georgia, and the salutatorian will be the Honor Graduate with the second-highest academic G.P.A. and meets the requirement to be accepted to a 4-year institution of the university system of Georgia. They will lead the senior class in the commencement processional. The Valedictorian and Salutatorian must be enrolled at FHSCCA on or before the first FTE count in October of their sophomore year and remain enrolled through their senior year.



## Quality Points System

FHSCCA rewards students who challenge themselves by taking higher-level courses. Quality Points are points added to a student's numeric grade at the end of the semester (This is called a Numeric Cumulative Weighted GPA). Students enrolled in a Dual Enrollment Class at a 4-Year, 2-Year, or Technical Institution will have 10 points added to their grade at the end of the semester. Students enrolled in an Advanced Placement will have 7 points added to their grade at the end of the semester. Students in Honors classes will have 5 points added to their end-of-semester grade. **5PTS** **7PTS** **10PTS**

### Quality Points Approved Class List:

9 <sup>th</sup> Grade Lit. Honors	10 <sup>th</sup> Grade Lit Honors	American Lit. Honors	Contemporary Lit. Honors	Honors American Lit	DE 1101/1102
Algebra I Honors	Algebra II Honors	Geometry Honors	Accelerated Pre-Calculus	AP Calculus	DE College Algebra
AP World History	AP US History	AP Econ	DE US History 2111	American Government/Civics Honors	AP Computer Science A
Honors Biology	Honors Environmental	Honors Chemistry	Honors Physical Science	Honors Physics	AP Studio Art
Spanish III	Spanish IV	DE Psychology	DE Sociology	DE Speech	AP American Lit
<b>** All other College Level courses not listed will be reviewed by the administration on case-by-case basis.</b>					

## Top Ten

The Top Ten is a Fitzgerald High School recognition program sponsored and funded by the Fitzgerald Rotary Club. The intent of the program is to recognize students who excel in the most academically challenging courses. All grades considered for that academic year must be earned at FHSCCA. To be considered for Top Ten, a student must be enrolled at FHSCCA on or before the first FTE count in October of the current school year. The top ten students in each grade level will be calculated by using students' academic (ELA, Math, Science, Social Studies) and higher-level courses (DE, AP, Honors) GPA for that school year only. Students must be enrolled in a minimum of at least 3 "higher level" courses – including Honors, AP, Dual Enrollment, and/or Move on When Ready Classes. Grades will be calculated using FHSCCA's "Quality Points" system for higher-level classes (See Chart Above). Calculations for the Top Ten will be made at the end of the third term.

## Honor Graduate

In order to qualify as an Honor Graduate from his/her high school a student seeking a regular education diploma must have attained an average of 90 or better and have an academic grade point average of 3.5 or higher through the third term of their senior year. Honor graduates are expected to maintain high academic standards for the remainder of the year and conduct themselves in a manner becoming an honor student. No residency requirement exists concerning the qualification of Honor Graduate. Grades from ACCEL university classes will be considered in calculations of the numerical averages. Grades from Honors courses and approved Dual Enrollment courses will be weighted using FHSCCA's Quality Point System and considered in calculations of the numerical averages.

**For purposes of identifying honor graduates, the averages shall be computed at the conclusion of the third nine weeks of the fourth year.**

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## STUDENT ATTENDANCE

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Georgia Law Code: 322104:32–2106 states that all pupils from the ages 6–16 years are required to attend school according to local/state attendance guidelines. Parents, guardians, etc., who fail to abide by the law are subject to penalty. The law code states that the penalty will be "a fine of \$100 per day or 30 days in jail for each day absent, or both \$100 and 30 days can be imposed upon the parent(s) or guardian for each absence from school". Students will be subject to losing driving privileges and may fail required courses and state tests required to graduate from high school.

### **Tardy School/Class**

Being on time for school and to class is very important. Students tardy to school must report to the main office for an admittance slip regardless of the time of day. Students tardy to class will be marked tardy in Infinite Campus. On the fifth tardy to a class and each tardy thereafter, students will receive a referral for After School Detention. After-school detention and Saturday schools must be assigned by an administrator.

1st– 4th Tardy: Free

5<sup>th</sup>/6<sup>th</sup> Tardy = After School Detention      7<sup>th</sup>/8<sup>th</sup> Tardy = 1 Day ISS      9<sup>th</sup>/10<sup>th</sup> = Saturday School      11+ = 3 Days OSS

**AFTERNOON DETENTION** = 2:30 – 3:00, Students must report to the ISS room immediately after the 2:20 bell. Students who fail to report to a day of assigned Afternoon Detention will have ISS the following day.

### **Attendance Policy (Excessive Absences No Credit)**

Students who miss more than 7 days per semester and those who do not successfully appeal their absences will not be given credit for that course. Students must be in each class for half or more of the period to be counted as present for the class. FHSCCA will use a computerized attendance procedure. If a student is absent, they must bring a note for each absence from school. All excuses must be turned in to the main office within 3 school days. An attendance receipt will be given to the student/parent when excuses are turned in to the main office. This will provide you with documentation of the excuse. All notes must be signed by the parent/guardian and must have a valid phone number. Parents are allowed 3 handwritten notes per semester; all other additional absences will require a note from a physician or a court official or be considered an unexcused absence. Failure to bring such a note will be considered an unexcused absence. If a student has a medical condition that creates school attendance problems, the parent should contact the school and arrange for a conference with the Attendance Review Board at the beginning of the school year. This board may ask the school counselor to set up a meeting with the RTI and student/parent to develop an action plan. Such a plan would require the signature of the student's doctor.

After each unexcused absence, the following will occur:

- a. 3<sup>rd</sup> & 4<sup>th</sup> unexcused absence – a letter will be sent to the parent
- b. 5<sup>th</sup> unexcused absence: A phone call to a parent and request for information and/or conference.
- c. 6<sup>th</sup> unexcused absence: Notification Sent, Conference is required with Counselor & Administration
- d. 7<sup>th</sup> unexcused absence: Notification Sent, Referred Social Worker

The Department of Family and Children Services will be notified when parents fail to attend the parent conference at the level of the 6<sup>th</sup> unexcused absence and/or whereby the parent attempts to withdraw a student for excessive absences resulting in the student becoming a high school drop-out. An attendance contract may be issued and signed as an Intervention Strategy. The attendance contract would be a binding agreement between the student, parent, and the school, with all parties agreeing to and accepting the responsibility.

## **Attendance Recovery**

Students with excessive absences must make up seat time outside of regular school hours. This could include after school, before school, on Saturday, or during holiday breaks.

## **Hospital Homebound**

Hospital Homebound is a service provided by FHSCCA and the state of Georgia for those students who have long-term illnesses and are unable to attend school. A medical referral form must be submitted to the school, completed, and signed by a licensed physician. Please note that the return of the completed form does not automatically entitle the student to hospital homebound services.

The student must be confined to a hospital or their home. This means that they are unable to perform routine tasks such as driving, etc. The only activity allowed outside the home will be a doctor's visit. Failure to observe this requirement will result in termination of services.

## **Driver's License and Instructions for Permit**

Governor Nathan Deal signed SB 100 (<http://www.legis.ga.gov/Legislation/20152016/154057.pdf>) into law on April 16, 2015. SB 100 makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in, and not under expulsion from, public or private school to be eligible for a driver's license or learner's permit. The new "**Certificate of Enrollment**" form will replace the **Certificate of Attendance** and the **Certificate of Eligibility for Restoration of Driving Privileges** form that schools are currently using.

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# SCHOOL OPERATIONS

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## Visitors

**All visitors to Fitzgerald High School must report to the main office.** They must check in through the main office and receive a Visitors Tag before visiting the school. Visitors are not permitted to talk to students unless it is in the principal's or assistant principal's office, and they must first obtain permission from the administrator. No visitors can stay at school with a friend or relative. **All persons entering the campus of Fitzgerald High School are subject to be searched.**

## Bringing Students to School

The building opens at 6:40. Students may be dropped off and picked up at the front entrance to FHSCCA. If arriving before 7:05 a.m., students must report to the cafeteria, gym, or courtyard area. Any student being dropped off must be dropped off at the front.

## Parking Regulations

Students parking is located on the south end of the campus, next to the Weight room, Gym, and Performing Arts Center. Parking decals will be provided for a cost of \$40.00 for the year and \$20.00 after January 2023. Students desiring to obtain a parking permit must present a valid driver's license and proof of insurance upon request for the permit.

1. Students must park in school-approved parking areas only.
2. Permits must be displayed at all times on the inside rearview mirror facing the front windshield.
3. If a permit is lost or left at home, the discipline director's office will issue a temporary parking permit. This is only valid for one day.
4. Students are not allowed to go to automobiles during the school day.
5. Failure to comply with the rules will result in administrative discipline.
6. Students may not loiter in the parking lot before or after school. Students must report to their designated area in the mornings and leave the parking lot in the afternoon.
7. Tickets will be written and fines assessed by the school resource officer for parking and moving violations on campus.
8. Parking violations will be issued, and a fine of \$20, payable to the main office, is due within two weeks, or students will lose parking privileges, and a hold notice will be put on a report card or diploma.

**NOTE: The administration of Fitzgerald High School reserves the right to search vehicles at any time. Any items forbidden by Fitzgerald High School rules are not allowed in vehicles.**

## Signing Out & Leaving Campus

Students are not allowed to leave campus at any time during the school day without following the proper sign-out procedures. Students need to sign out in the front office. Students should exit the building through the main doors. Students will not be permitted to sign out after 1:30. All persons signing a student out must present identification.

Parents and/or guardians may sign out students in the main office. Students who are 18 years of age may not check themselves out. Parents/guardians may email or send a signed handwritten note. The student's responsibility is to turn in a check-out note before 7:30 a.m. in the main office. The note or email must contain the student's name, time for dismissal, a parent/guardian signature, and a telephone number that matches a number in Infinite Campus. Staff will call the parent/guardian to verify the note before the student being granted permission to leave. Students may not be dismissed by phone. Students can only be signed out by someone on their Infinite Campus Contact List.

Emergencies can be approved by the building administration and will be considered on a case-by-case basis.

### **Leaving Campus for Class, Dual Enrollment, Work-Based Learning**

Students will have to leave campus for school-related reasons such as Work-Based Learning, Dual Enrollment, Community Involvement, and yearbook, to name a few. **Anytime a student leaves campus, they must sign out through the Main Office. There is no exception to this rule!**

### **Hall Pass**

No students are allowed out of class without teacher permission and a signed hall pass. No exceptions.

### **Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or student automobile under the circumstances outlined below. They may seize any illegal, unauthorized, or contraband materials discovered in the search. Random searches using Drug Dogs may be conducted at any time without prior notification. As used in this discipline code, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel or disruptive of any lawful function, mission, or process of the school.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action and/or arrest.

**Personal searches:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched randomly or whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, a school employee of the same sex, when feasible, and with an adult witness present, will conduct it. A student in possession of any unauthorized item who refuses to turn over the item to a school staff member will receive a minimum of 3 days home suspension. Law enforcement officers may be asked to assist. Drug testing may be conducted if there is reasonable suspicion that an illegal substance has been used.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted. A school official of the same sex may only conduct such a search in private, with an adult witness of the same sex present.

**Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has any reason to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition.

**School Authorities:** As used in this discipline code, "school authorities" means a school principal, an assistant principal, police officer, or any other school employee designated by the Principal to conduct inspections or searches of students, student lockers, or automobiles.

### **Bookbags and Handbags**

Bookbags, handbags, and purses are subject to search at any time.

### **Charges and Fees**

All debts incurred by the student during the year must be paid by the end of the year. Any student participating in extracurricular activities of any kind must have any debts paid before participation. Any student who pays a

fee and has a check returned for insufficient funds will be charged \$20.00. The front office will not cash personal checks and cannot make change for students. All funds received over \$10.00 will be receipted.

### **School Phones and Messages**

School telephones are available to be used by students for official business or emergencies only. Messages will not be delivered to students unless it is an emergency.

### **Student Complaints/Grievances: Board Policy**

The board realizes there may be conditions in the school system that need improvement, and students should have some means to effectively express their concerns, which will be considered with all fairness.

Student complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the board shall provide channels for eventual hearings, should circumstances dictate.

#### *Complaints and grievances shall be approached in the following manner:*

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or parents, or the teacher, may bring the matter to the Principal's attention in writing as references in Descript Code JCE-R;
3. If that matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

For more details on Complaints and Grievances, please see the Ben Hill County Student Handbook.

### **Conflict Resolution**

Students do have a process by which they may disagree with a teacher without creating a more complex situation. The following steps must be used:

1. The student shall not challenge the authority or judgment of the teacher during the class period or in the company of other students.
2. The student shall quietly accept the accusation, grade, assignment, or subject of disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointment, the opinion of the student may be described respectfully.

If the student is still in disagreement after this meeting, he/she is encouraged to explain the conflict to their parent/guardian. If the parent/guardian feels that the conflict is not resolved, they should contact the teacher.

### **Assembly Etiquette**

Students will enter assemblies quietly and orderly. Students will give silent, appreciative attention to each presentation/presenter. Reasonable applause is acceptable; however, whistling and obnoxious behavior will not be tolerated. Students will leave in a quiet and orderly fashion.

### **Medication Policy**

See BHCS Medication Policy in the BHCS County-Wide Handbook

### **Hazing**

There shall be no hazing of any kind by any FHSCCA student, student group, team, or any other entity. Hazing will be disciplined severely on a case-by-case basis.

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## CODE of CONDUCT: FHSCCA

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Professional staff may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to, the following:

1. Student, Parent/Teacher Conference to include an administrative staff member of the school
2. Loss of Privileges
3. Teacher Lunch Detention
4. Admin. Lunch Detention
5. In-School Suspension
6. Off-Campus Suspension
7. Out of School Suspension
8. Confiscation of Items
9. Restriction from School Events
10. Financial Restitution
11. Bus Suspension
12. Police Arrest and Warrants Taken
13. Placement in Alternative School following the tribunal
14. Expulsion from school following the tribunal
15. Other discipline techniques that positively promote the student code of conduct and desired character traits

### Minor Violations

1. **Abusive Language/Actions**: Not directed toward staff; not extreme profanity.
2. **Campus/Class Disturbance**: Inappropriate student demeanor, loudness, throwing objects
3. **Aggressive Behavior**: Lesser acts of aggression
4. **Out of Assigned Area**
5. **Possession/Use of Unauthorized Items**: Items not allowed at school include but are not limited to: cameras, electronic games, tapes, CD's, iPods, Bandannas, water guns
6. **Dress Code Violations as covered on pg. 18**
7. **Tardies**

### Major Violations

1. **Repeated Disrespect**: Talking back, mumbling back, laughing while being disciplined, rolling eyes, etc.
2. **Insubordination**: Refusing to follow directions
3. **Abusive Language/Actions/Verbal Assault**: Directed toward staff, possession or distribution of pornographic material, extreme profanity, or other indecent conduct, including sexual harassment.
4. **Campus/Classroom Disturbance**: Causes substantial disruption of learning opportunities or involves any acts of insubordination, violence, inciting violence, or threats of violence, including bullying.
5. **Aggressive Behavior**: Severe acts of aggression.
6. **Hitting/Kicking/Shoving**: The touching of another student in a manner that creates a school disturbance or in a way that can lead to a fight.
7. **Skipping**: Leaving campus without permission, skipping restricted lunch, skipping Admin. Detention, skipping class, leaving class without permission, failure to report to assigned area.
8. **Possession of Tobacco/Vapes/Lighters/Fireworks/Guns/Knives**: These items are not allowed on campus or in vehicles.
9. **Theft**: Criminal theft. Law enforcement officials may be notified, and warrants took out. Restitution will be sought.
10. **Vandalism**: Malicious. Restitution will be sought. This includes the destruction of any school property.
11. **Computer Tampering/Inappropriate Use of Internet**: Students who enter the computer network or enter inappropriate sites on the internet will be forbidden from usage and disciplined by the administration.

Students shall not go to sites that enable a user to visit a blocked website by going around the firewall.

12. **Failure to Follow Procedures:** Procedures are posted in the building and this handbook for dismissal from school, keeping the school clean, and hallways behavior, etc.

### ***Other Major Violations and Consequences***

1. **Sexual Misconduct:** In extreme cases, to include intentional and persistent touching/feeling of a student will result in an automatic ten days of home suspension, pending a tribunal hearing. FHSCCA encourages all parents/guardians to inform their children of the consequences, including criminal penalties, of underage sexual conduct and crime for which a minor can be tried.
2. **Bullying:** As defined in County handbook
  - a. 1st Offense: 5 Days Home Suspension
  - b. 2nd Offense: 10 Days Home Suspension pending tribunal
3. **Fighting/Assault with Extreme Provocation/Assault without Provocation/Continuing Fighting:** Automatic 10-day Home Suspension pending tribunal hearing. The administration will recommend to the tribunal panel that the student in question is suspended for the remainder of the current year and placed in an alternative school or denied school attendance in the Ben Hill County School system.
4. **Removal from ISS:**
  - a. 1st Offense: Home Suspension for the remainder of that day and ISS for the next day.
  - b. 2nd Offense: 3 Days OCS
  - c. 3rd Offense: 5 Days OCS
  - d. Any other Offense: 10 Days Home Suspension pending Tribunal.
5. **Possession of Electronic Devices/Cell Phones:**

Students can possess an electronic communication device while on school premises during the school day. Devices should be out of sight and silent. Students will be allowed to have their devices out while at Breakfast or Lunch in the cafeteria or outside per administrator discretion. Devices should not be needed for instructional purposes because each student has a laptop.

FHSCCA will not be responsible for any lost, broken, damaged, or stolen personal electronic device or cell phone as we do not require them at school.

The administration has the authority to scroll/search a cell phone's contents, including its pictures, video, voice & text messages, address books, incoming/outgoing calls, calendars, emails, and instant messages if the administration has "reasonable suspicion" that there is student misconduct. Additional punishment will be issued if a cell phone is used for purposes such as inappropriate pictures, cheating violations, or a student's refusal to turn a cell phone over. Students may not remove batteries, memory cards, or parts before handing the phone to school authorities.

#### **Electronic Device/Cell Phone Misconduct Policy:**

- 1st Offense: The parent Must pick up the phone at the end of the school day.
  - 2nd Offense: The phone will be held for 10 days or \$10 must be paid.
  - 3rd Offense: The phone will be held for 20 days or \$20 must be paid.
  - 4th Offense: The phone will be held for 30 days or \$30 must be paid.
6. **Illicit Drugs/Alcohol/Weapons:** Possession, use, or supply will result in 10 days of Home Suspension pending tribunal.
  7. **Gang Related Activity:** As defined by County Handbook; Referred to SRO, will result in 10 days of Home Suspension pending tribunal

### **Gang-Related Activity**

The Ben Hill County Board of Education is dedicated to preventing the influence and activities of gangs in the



schools. This policy is designed to eliminate or prevent such influence and activities and should be interpreted in the broadest form permissible to effectuate these purposes.

#### Definitions:

For this policy, a "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels further, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property. Prohibited Activity:

No student shall:

1. Display or wear gang articles, paraphernalia, or clothing.
2. Threaten to commit, or commit, any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, school bus, or other school facility or otherwise causing disruption to the orderly operation of any activity on any school campus or school property, or in reckless disregard of the risk of causing such terror or disruption.
3. Shoot or throw an object at a school bus or other school-owned or operating a vehicle that is being operated or occupied by passengers.
4. Recruit or solicit membership in any gang or gang-related organization.
5. Hold himself or herself out as a member of a gang.

#### Parties to the Offense:

Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated that section or paragraph.

#### **Behavior Not Covered**

School officials reserve the right to punish students for any other action that interferes with the daily operation of the school.

#### **Teacher Authority Act**

As of July 1, 2000, under OCGA 20-2-737/8, a teacher has the authority to remove a student from their classroom if that student repeatedly or substantially interferes with a teacher's ability to communicate with other students, interferes with the learning environment, is in violation of the code of conduct, or poses an immediate threat to the safety of other students.

## **FHSCCA Dress Code**

Students should wear appropriate school clothing. A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the school. Students, who in the opinion of the staff, are dressed inappropriately will be asked and expected to change their attire.

### ***General Guidelines***

1. Promote a respectful learning environment.
2. Promote a safe learning environment where dress does not interfere with the successful and safe completion of learning activities.
3. Promote an equitable and inclusive learning environment in which the dress code does not negatively impact students and staff.

### ***Permitted Clothing***

1. Students must wear clothing, including both a shirt with pants, shorts, a skirt or the equivalent, and shoes.
2. Clothing must have fabric in the front, back, and sides with no space between the top and the bottom.
3. Clothing must cover undergarments and private parts.
4. The fabric covering all private parts must not be see-through.
5. Clothing must be suitable for all scheduled classroom activities, including PE, Science Labs, and other school activities.

### ***Clothing Not Permitted***

1. No hats, caps, sun visors, combs, scarves, rollers, or bandannas; no sunglasses, sweatbands, or wristbands
2. No see-through garments
3. No halter tops, strapless or spaghetti string tops
4. All belts must be buckled
5. No chains or chained wallets
6. No bedroom shoes, heelies, stilettos, high heels, or similar type shoes
7. No clothing or jewelry bearing advertisements of alcohol or tobacco products or offensive, obscene or vulgar language will be allowed.
8. Offensive clothing or coverings
9. Any dress deemed to be gang-related; nothing depicting guns, knives, weapons
10. No pajama pants or pajamas
11. No gloves inside the building
12. No clothing that interrupts or disturbs the educational process and setting at FHSCCA

### **Gang Related Clothing:**

1. No student should display or wear gang articles, paraphernalia, or clothing.
2. No sagging pants.
3. Pant legs must be the same length

The Principal or his/her designee has the authority to interpret the dress code and make a case-by-case determination for the appropriateness of dress, which is questionable, or which is not covered in the County Handbook.

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## EXTRACURRICULAR & ATHLETICS

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### Definitions

1. Extracurricular Activities:
  - a. Any school-sponsored program for which some or all the activities are outside the regularly scheduled class day. Examples: All individual and team sports, cheerleading, literary, band, chorus, clubs, academic bows, JROTC, and student government.
2. Athletics:
  - a. Any competitive team that falls under the direction and guidelines set forth by the GHSA.

### Extracurricular Activities

1. Students are encouraged to participate in extracurricular activities because this involvement enhances the high school experience and fosters school spirit.
2. Students should realize that participation in extracurricular activities is a privilege and not a right.
3. Extracurricular participation is subject to the policies of one or more of the following: (1) Georgia Department of Education (2) Georgia High School Association (3) Local Board of Education (4) Fitzgerald High School College and Career Academy (5) Sponsor or coach. Any student participating in extracurricular activities must follow all policies established by the above policy-making organizations. Failure to follow any of these policies can result in disciplinary action by the sponsor/coach, the school, or other agencies.

### Athletics at FHSCCA

1. Please see the Athletic Handbook